

Part-Time Parking Garage Custodian
Department of Public Works/Parking Garage

Class Title: Parking Garage Custodian – Part Time
Department of Public Works/Bureau of Parking

Class Definition: Work of this class involves the performance of a variety of manual, unskilled, semi-skilled tasks in the maintenance and operation of the parking garage facilities, grounds, and equipment using various types of municipal equipment and small automotive or motorized equipment and power tools. An employee in this position is responsible for the safe and efficient operation of the facility and assigned equipment to provide customer service to garage patrons. A person in this position must possess excellent interpersonal skills as a large component of the work is interacting with the public.

Distinguishing Features of Work: Work involves the performance of both light and heavy manual work of a routine nature including the general cleaning of the parking garage facilities and surface lots; simple maintenance, operation and repair of various pieces of small equipment; and keeping of accurate records. Assignments generally will follow an established and detailed routine. Work may be under immediate supervision, and is subject to check in progress and/or upon completion. Work may be done on an individual basis or as part of a team.

Examples of Work: (Note: The following examples are only illustrative of the kind of work to be performed by persons in this class and are not intended to be all inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Performs a wide variety of tasks in the repair and maintenance of parking garage facilities and grounds. Cleans sidewalks and sweeps streets and gutters. Participates in snow and ice removal. Assists seasonal employees with whatever project may be assigned to them. Inspects and performs routine maintenance of restrooms and related facilities. Mows and weeds; cuts and trims shrubbery, cleans, sweeps, washes, and repairs as assigned. Performs semi-skilled interior building maintenance such as painting, and other unskilled and semi-skilled work. Practices proper and safe techniques of building and grounds maintenance functions. Collects and disposes of solid waste from the facility and grounds; picks up litter from premises. Opens and closes, locks and unlocks facilities as needed. ***Performs emergency duty as required***. Performs a variety of miscellaneous duties such as running errands and picking up supplies needed for the facility. Cleans rest rooms, office areas, cashier booths, and facility equipment such as elevators, drinking fountains, etc.; operates booth equipment as needed; completes and keeps accurate records of garage operations, gate repair, , and work logs as needed; manual operation of elevators when necessary; assists patrons, and any other jobs pertaining to the parking garage facility and its grounds.

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Tools and Equipment Used Any vehicular equipment assigned to the parking facility; lawn and landscaping equipment, including mowers, edgers, weed trimmers, sprinklers, miscellaneous hand and power tools for carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to work outside on a year round basis regardless of the season and the temperature or weather conditions. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described her are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

While performing the duties of this job; the employee regularly works near moving mechanical parts and in outside weather conditions which are often adverse. The employee works outside on a year round basis regardless of the season. The employee may work in high, precarious places and is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, insects, adverse conditions of all types while performing grounds maintenance, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk or electrical shock. The noise level in the work environment ranges from quiet to loud.

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Necessary Knowledge, Skills, and Abilities: Willingness and ability to perform manual labor. Ability to perform occasional or continuous heavy manual labor and work all day at laborious and strenuous tasks under adverse weather conditions; ability to walk and stand for long periods of time; mechanical capabilities and ability to acquire skill in the use of required tools and equipment. Ability to communicate orally and in writing; ability to understand, follow, transmit, and carry out assigned tasks on the basis of written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public. Must be thoroughly safety conscious, taking precautionary measures when performing duties. Ability to learn the booth operations and the computer system; ability to keep accurate records.

Must be able and willing to work additional hours as needed. . Working knowledge and skill in the safe and proper use of equipment, materials, and supplies used in building and grounds maintenance; working knowledge and skill in the safe and proper use of equipment and supplies used to do minor repairs. Must be self-motivated. Must be reliable, thorough, dependable with the ability to work both independently and as part of a work team. Must be able to demonstrate proper use of equipment or procedures.

Desired Minimum Qualifications Required for Appointment: Graduation from high school or a GED. Some previous experience in the performance of heavy and light manual labor. Some previous experience in the safe use and operation of machinery and tools. Sufficient training to insure ability to understand instructions; or any combination of experience and related education. Must possess a valid Pennsylvania driver's license.

Work Schedule: As determined by schedule, must be available to work evenings and weekends